

Chesprocott Board of Directors
Regular Meeting
Unapproved Minutes
Cheshire Town Hall Room #207
84 South Main Street, Cheshire, CT 06410
Wednesday, July 16, 2025, 5:30 pm.

Board Members Present: Barbara Ecke (C)-Vice Chair, Andrew Albert (Wolcott), Jim Jinks (C)-Finance Chair, John Schieffer (P), Sarah Montavon (W)

Others Present: Hilary Norcia-Acting Director of Health, Mike Federico, Darlene Miakos-Office Manager

Board Members Absent: Lauren Backman (C)

I. Roll Call:

The roll call was taken at 5:41 p.m. and a quorum was determined to be present.

II. Welcome

Motion made by A. Albert, seconded by J. Schieffer to move *Finance Committee items to top of the agenda (including financial updates from Michael Federico)*
Unanimous.

III. Committee Reports

a. Finance

i. Monthly Financial Report

Mike Federico reviewed his Financial Report. It was discussed and agreed that more frequent Finance Committee meetings should be held.

Darlene mentioned Hanover Insurance. She discussed with Michael and he said Hanover is great. Our premiums are going to be a lot cheaper. Our auto insurance policy renewed as of July 1, 2025.

Darlene also mentioned she discussed with Mike Federico re: the difference in salaries. They are going to review. She put numbers in the wrong columns. The columns were reversed.

M. Federico mentioned bringing in a read AI for meetings. He will let us know how they work out for their meetings. It will transcribe everything for you.

Motion made by S. Montavon, seconded by B. Ecke to move Executive Session to before New Business. **Unanimous.**

IV. Approve Minutes

a. June 18, 2025, Regular Board Minutes

Motion made by A. Albert, seconded by J. Jinks to approve the June 18, 2025, Regular Meeting minutes. **Unanimous.**

Motion made by A. Albert, seconded by J. Jinks to add to the agenda Approval of the April 16, 2025, meeting minutes. **Unanimous.**

b. April 16, 2025

Motion made by A. Albert, seconded by J. Jinks to approve the April 16, 2025, Meeting minutes. **Unanimous.**

Motion made by A. Albert, seconded by S. Montavon to add to the agenda Approval of the April 23, 2025, Meeting minutes. **Unanimous.**

c. April 23, 2025

Motion made by A. Albert, seconded by J. Jinks to approve the April 23, 2025, Meeting minutes. **Unanimous.**

Motion made by S. Montavon, seconded by A. Albert to add to the agenda Approval of the April 29, 2025, Special Meeting minutes. **Unanimous.**

d. **Motion** made by S. Montavon, seconded by J. Jinks to approve the April 29, 2025, Special Meeting minutes. **Unanimous.**

V. Communications

a. Notice from CT DPH OPM Audit Extension Notice

Mike Federico updated the Board regarding this. Darlene explained there were 5 items they had to mail out directly to Chuck. They were waiting on a few more items. He notified the State.

Hilary mentioned the Costello and Company Agreement that they are doing the audit next time.

VI. Division Report

a. Acting Director of Health Report

Hilary Norcia reviewed her report. See correspondence.

VII. Old Business

b. Update and Contract renewal for Willscot trailer

Darlene stated they are more than willing to give us a 3-month extension. S.

Montavon mentioned getting their okay with any further extensions if needed.

c. Darlene mentioned the liability insurance. They can also give us a better deal on our auto insurance.

Motion made by A. Albert, seconded by J. Schieffer to end the Regular Session at 6:22 p.m. **Unanimous.**

Motion made by J. Jinks, seconded by S. Montavon to enter Executive Session at 6:24 p.m. **Unanimous.**

VIII. Executive Session- Pursuant to CGA: Sec 1-200 (6):

- (A) Discussion concerning appointment of Director of Health
- (B) Discussion with respect to pending litigation.
- (D) Discussion of the current lease of the Chesprocott Health District building and possible new location/lease.

Executive Session ended at 7:08 p.m. No votes or action were taken during the Executive Session.

Motion made by S. Montavon, seconded by J. Schieffer to resume the Regular Session 7:08 p.m. **Unanimous.**

IX. New Business

- a. Discuss CHD/Artsplace building lease exit offer from Town of Cheshire

Motion made by S. Montavon, seconded by B. Ecke to “Terminate the lease agreement between Chesprocott Health District and the Town of Cheshire (for the former Artsplace building located at 1220 Waterbury Road, Cheshire CT 06410) for the amount of \$81,000.

S. Montavon, A. Albert, B. Ecke, J. Schieffer in favor. J. Jinks abstained.

Motion carried.

- b. **Motion** made by S. Montavon, seconded by B. Ecke to provide Kate Glendon an offer of employment for the vacant Director of Health position. **Unanimous.**

X. Adjournment

Motion made by J. Jinks, seconded by J. Schieffer to adjourn the meeting at 7:12 p.m. **Unanimous.**

Barbara Ecke
Vice Chairperson, Board of Directors
Chesprocott Health District

FILED
JUL 23 11:11:46
TOWN OF CHESHIRE